

**UNITED STATES DISTRICT COURT  
DISTRICT OF KANSAS**

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*Vacancy Announcement*

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**POSITION:** Courtroom Deputy

**LOCATION:** Topeka, Kansas

**SALARY RANGE:** CL 27 to CL 28 (\$37,329 - \$72,776)  
Starting salary commensurate with experience

**ISSUE DATE:** January 22, 2003

**CLOSING DATE:** Open Until Filled

**POSITION FUNCTION**

The Courtroom Deputy is an employee of the clerk's office assigned to a U.S. District Court Judge. Courtroom Deputy functions include, but are not limited to, the following:

Manages judge's cases by: calendaring and regulating their movement; monitor filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Keeps judge and immediate staff informed of case progress.

Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.

Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.

Acts as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Prepares correspondence, legal documents, and other materials for the judge's review and signature.

## **QUALIFICATIONS**

Must be a high school graduate or equivalent and have at least three years of progressively responsible clerical experience preferably acquired in a court or legal field. College degree or college education preferred. Successful applicant must be familiar with the policies and procedures of the court. Personal computer experience required and familiarity with the court's computer systems preferred.

## **APPLICATION PROCEDURES**

Submit a complete resume and cover letter to: Human Resources; U.S. District Court; 500 State Ave., Room 259; Kansas City, Kansas 66101.

## **EQUAL OPPORTUNITY EMPLOYER**

Public Law 103-356, requires direct deposit of federal wage, salary, and retirement payments by Electronic Funds Transfer (EFT) for new employees paid on or after January 1, 1995.